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## SKILL DEVELOPMENT & TECHNICAL EDUCATION DEPARTMENT

### NOTIFICATION

The 9th July, 2024

No.5561—SDTE-HTE-HTE-I-0020/2023/SDTE.— In pursuance to sub-section (1) of Section 30 of the DRIEMS University, Odisha Act, 2022 (Odisha Act 06 of 2023), the State Government do hereby approve the First Statutes of the DRIEMS University which shall come into force from the date of its publication in the *Odisha Gazette*.

### ORDER

Ordered that notification be published in the *Odisha Gazette* for general information and copies be forwarded to all the Departments of the Government and placed in the website of Skill Development and Technical Education Department.

By Order of the Governor

USHA PADHEE

Principal Secretary to Government

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## **STATUTES OF THE DRIEMS UNIVERSITY, ODISHA, 2024**

In exercise of powers conferred in sub – section (1) of Section 30, of the DRIEMS University, Odisha Act, 2022 (Odisha Act 06 of 2023), the Board of Governors of the DRIEMS University, Odisha with the approval of the State Government hereby makes the first Statutes, namely: -

### **1. Short Title, Scope, and Commencement –**

- (i) These "Statutes" shall be called as the First Statutes of DRIEMS University, Odisha.
- (ii) These Statutes shall come into force from the date of its publication in the *Odisha Gazette*.
- (iii) These Statutes are to be read in conjunction with the provisions of the Act. In case of any specific provision found to be missing in the Statutes, and/or if there be any difference in the provisions of the Statutes, the provisions of the Act shall prevail.
- (iv) The Statutes may be amended by the Board of Governors of the University as and when necessary with the approval of the State Government and the amended statutes, if any, shall be applicable, with immediate or retrospective effect, from such a date as specified in the notification.
- (v) The Board of Governors, however, shall not make or amend or repeal any Statutes affecting the powers of any authority of the University until such authority has been given an opportunity of expressing an opinion in writing on the proposed changes and any opinion so expressed shall be considered by the Board of Governors.

### **2. Definitions –** In these Statutes unless the context otherwise requires: –

- (a) "Act" means DRIEMS University, Odisha Act, 2022 (Odisha Act 06 of 2023);
- (b) "Appointing Authority" means the Chairman of the University;
- (c) "Committee" means a body of persons assigned with specific functions;
- (d) "Staff" means non-teaching employees of the University;
- (e) "Visiting Faculty" means a visiting Professor, Associate Professor, Assistant Professor or any other person required to impart education or to guide research or to render guidance in any other form to the students

for pursuing a course of study of the University; and

- (f) “School” means a School of the university which may consist of one or more Departments.

### **3. Seal, Insignia, etc. of the University –**

- (1) The University shall have a common seal to be used for the purposes of the University and the design of the seal shall be, as approved by the Board of Governors, subject to further changes, as deemed necessary from time to time.
- (2) The University may decide to make and use such Flag, Anthem, Insignia, and other symbolic or graphic expression, abbreviations or likewise, for such purposes as deemed necessary from time to time, and which are not of such nature that are not permitted by the State or the Central Government.

**4. Objects of the University–** Apart from the Objects defined in Section 7 of the Act, the University shall also have the following additional objects, namely: –

- (1) To benchmark with the quality standards of the world-class universities and institutions of higher learning for shaping the career and character of the youth, thereby making them matured professionals with holistic personality.
- (2) To pay special attention to the improvement of the social and economic conditions and welfare of the people, their intellectual, academic and cultural development.
- (3) To make special provisions to implement National Education Policy, dual degree programs and integrated courses in humanities, social sciences, natural sciences, management, medical sciences and technology in its educational programs;
- (4) To promote entrepreneurship by establishing Incubation centres and provide startups with the necessary support, resources and guidance in association with the Government agencies and to set up centres for service and manufacturing in collaboration with various units to promote such startups.
- (5) To create a global, connect and offer exceptional education that appeals to the students from various cultural backgrounds worldwide and foster holistic learning by inviting external experts, master trainers in the field of

emerging technologies for uplifting the standard of education.

**5. Powers of the University** – In addition to the powers enumerated in Section 8 of the Act, the University shall have the following powers, namely:–

- (1) to establish Study Centres and off-campus centres as are in the opinion of the University necessary for the furtherance of its objects in conformity with the provisions of the University Grants Commission (Establishment of and Maintenance of Standards in Private Universities) Regulations, 2003 and as amended from time to time;
- (2) to provide online courses or programmes in conformity with the provisions of the University Grants Commission (online courses or programmes) Regulations, 2018 and as amended from time to time; and
- (3) to offer continuing and distance education programmes as per the norms of concerned statutory or regulatory body or council or any other body constituted by the central or state government.

**6. Powers and Functions of the Chairman**– In addition to the powers conferred by the Act, the Chairman shall have the following powers and functions; namely: -

- (a) The Chairman Shall be the head of the University;
- (b) The Chairman may be paid such remuneration as decided by the Board of Governor;
- (c) The Chairman shall have the powers to institute an enquiry as and when deemed appropriate;
- (d) The Chairman shall have such other powers which are in consonant with the provisions of the Act, statutes and regulations of the University and may delegate such powers to any authority of the University; and
- (e) In case of any decision taken in emergency by the Vice-Chancellor or questioned by any Authority of the university, the Chairman shall be the final authority to decide.

**7. Powers and Functions of the Vice- Chairman** – In addition to the powers conferred by the Act, the Vice Chairman shall have the following powers and functions, namely: –

In absence of the Chairman, the Vice-Chairman shall perform all such functions and exercise all such powers of the Chairman as specified in clause 6 of the Statutes

**8. Powers and Functions of the Vice-Chancellor –** In addition to the powers conferred by the Act, the Vice-Chancellor shall have the following powers and functions; namely:—

- (a) the Vice-Chancellor shall have all the powers necessary for the proper maintenance of academic discipline in the University;
- (b) It shall be the duty of the Vice-Chancellor to see that the provisions of the Act, the Statutes and the Rules of the University are duly observed and he shall have all powers necessary to ensure such due observance;
- (c) he shall give effect to the directions and orders of the Board of Governors and the Chairman;
- (d) he shall have the power to constitute various committees, working groups, and task forces for effective academic, financial and administrative functioning of the University with the approval of the Chairman; he shall have the power to convene or cause to be convened meetings of the various bodies or committees of the University;
- (e) he shall assist the Chairman in reviewing the performance of all the School and Officers of the University;
- (f) he may propose the Chairman for appointment of Visiting Fellows, Emeritus Professors, Professors of Practice and Visiting Professors and for Fellowships, Scholarships, Free ships, Studentships, Medals and Prizes;
- (g) he may in consultation with the Chairman shall fix the specific roles and responsibilities of different Deans and their functions; and
- (h) Any other duties as assigned by the authority from time to time.

**9. Appointment, Powers and Functions of Deans of Schools –**

- (1) The Deans shall be the Head of the Schools and shall be responsible to the Vice-Chancellor for the conduct and maintenance of the standards of teaching, research, administration, projects, consultancy and training in the University.

- (2) Powers and functions of Deans of Schools – The Dean of a School shall be responsible for the establishment, maintenance and monitoring of academic standards and administration in the School and shall,–
- (i) preside at the meetings of the School;
  - (ii) submit proposals to the Academic Council for approval of new programmes of study and for the discontinuation or restructuring of existing programmes of study;
  - (iii) monitor and review programmes of study in the School and report on the running of such programmes to the Vice-Chancellor;
  - (iv) monitor and review periodically (semester/trimester wise) academic programmes, student attendance, student performance, School punctuality or regularity in delivering the lectures, content development, Delivery of lectures in the School and submit report to the Vice- Chancellor;
  - (v) he shall consider and make recommendations on all matters, which may be referred by the Vice-Chancellor;
  - (vi) he shall fulfil such additional responsibilities and exercise such powers as may be assigned to him by the Chairman, Vice-Chancellor or any other authority of the University;
  - (vii) he shall provide academic leadership and seek approval from the Chairman with recommendation of the Vice Chancellor, –
    - (a) on all academic and administrative matters relating to the School; and
    - (b) to deal with all matters relating to the planning, development, implementation and monitoring of all academic, administrative, teaching, projects, consultancy and training works in the School;
  - (viii) he shall be responsible for developing policies and procedures for ensuring that all accreditation criteria are being met for the programmes and ensure compliance to the effect;
  - (ix) he shall be responsible for creation, maintenance and preservation of all documents of the School and periodically update the Documentation Centre of the University;

- (x) he shall supervise, guide and support departments in conducting lectures, project work and co-curricular activities;
- (xi) he shall propose for creation and publication of curricula and syllabi of all UG and PG programs offered by their respective departments under each School through Dean academics for the approval of the academic council of the university;
- (xii) he shall be responsible for conducting academic audit and be responsible for digital storage of such documents; and
- (xiii) he shall exercise such other powers and perform such other duties as are assigned to him from time to time by the Chairman or Vice-chancellor or any other authorities within the constraints of the University resources and within the rules and regulations in accordance with the Act.

#### **10. Powers and Functions of the Registrar –**

- (1) The Registrar shall be responsible for maintaining the general discipline of the University and shall have general disciplinary control over the employees.
- (2) In addition to the powers and duties mentioned under section 18 of the Act, the duties of the Registrar shall be as follows; namely: -
  - (i) to conduct the official correspondence of the University on behalf of all or any of its authorities and be responsible for the proper maintenance of all the records of the University;
  - (ii) to issue notices for convening the meeting of the Board of Governors, the Academic Council, the Finance Committee, and other Committees of the University and to facilitate them with requisite or relevant documents for taking appropriate decisions;
  - (iii) to keep the minutes of the meetings of all the authorities of the University and of all the committees and sub-committees appointed by any of these authorities;
  - (iv) to enter into agreements, sign documents and authenticate the records on behalf of the University as approved by the Chairman;
  - (v) to represent the University in suits or proceedings by or against the University, verify pleadings or depute his representative for the



purpose with approval of the Chairman;

- (vi) he can give authorization to any person to sign and take action if situation arises with the approval of the Chairman;
  - (vii) to hold in special custody, the common seal, records, books and documents and other such property of the University;
  - (viii) to safeguard and maintain all movable and immovable properties of the University; and
  - (ix) to exercise superintendence over the administrative affairs of the University.
- (3) When the Registrar is, by reason of illness or absence for any other cause, unable to perform the duties of his office, the duties of Registrar will be performed by such person or officer as the Chairman or Vice-Chairman may assign for this purpose for the duration of his absence.

**11. Powers and Functions of the Finance Officer** – The powers and functions of the Finance Officer shall be the following; namely: –

- (a) to regulate, supervise and implement a timely, full and accurate set of accounting books of the University reflecting all its activities in a manner commensurate with the relevant legislation and regulation and subject to internal guidelines set from time to time by the Vice- Chairman;
- (b) to implement continuous financial audit and control systems to monitor the performance of the University, its flow of funds, with adherence to the budget, the expenditures, the income, and other budgetary items;
- (c) to timely, regularly, and duly prepare and present to the Board of Governors or financial statements and reports as required by all pertinent laws and regulations;
- (d) to comply with all reporting, accounting and audit requirements imposed by the regulatory bodies;
- (e) to prepare and present for the approval of the Board of Governors or the annual budget, other budgets, financial plans, business plans, feasibility studies, investment memorandum and all other financial and business documents as may be required from time to time as set forth by the Chairman;

- (f) He shall be responsible for timely arrangement of finances or Loans for capital expenditure as per the budgets;
- (g) to collaborate and co-ordinate the activities of outside suppliers of financial services hired or contracted by the University, including accountants, auditors, financial consultants, the banking system, and other financial venues;
- (h) to maintain a working relationship and to develop additional relationships with banks, financial institutions, and capital markets with the aim of securing the funds necessary for the operations of the University, the attainment of its development plans and its investments;
- (i) to fully computerize all the above activities in a combined hardware and software and communications system;
- (j) to develop financial and tax strategies;
- (k) to delineate and mitigate key elements of the University's risk profile and to monitor all open legal issues pertaining to finance and accounts of the University;
- (l) to investigate and implement the findings and suggestions of the auditors;
- (m) to ensure all statutory obligations like EPF, ESI, GST are complied as per the provisions of the Act in vogue from time to time;
- (n) to initiate and engage in all manner of activities, whether financial or other, conducive to the financial health, the growth prospects and the fulfilment of investment plans of the University; and
- (o) to exercise such other powers and perform such other functions as may be conferred on him by the Vice-Chairman.

## **12. Appointment, Powers and Functions of Controller of Examinations (COE):**

- (1) The Controller of Examinations (COE) shall be appointed by the Vice-Chancellor with the approval of the Chairman. He shall be a full-time salaried officer of the University.
- (2) The COE shall perform the following functions and exercise powers as delegated by the Vice-Chancellor; namely:—
  - (i) he shall be the Convenor of the Examination Committee and the

Examination Disciplinary Committee and shall be responsible for forwarding their recommendations to the Vice-Chancellor for his approval before publication of results;

- (ii) he shall prepare Examination Manual of Policy or SOP covering all aspects of activities involving Examination, Valuation and Publication of result with the approval of the Registrar or Vice-Chancellor and shall ensure implementation of the same;
  - (iii) he shall be responsible for planning, implementing and monitoring of all examinations of the School or Departments of the University;
  - (iv) he shall be responsible for declaration of the results after the examinations are over and for the issuance of certificates and transcripts;
  - (v) he shall be the custodian of all examination related records;
  - (vi) he shall constitute a committee with the approval of the Vice-Chancellor to conduct investigations into alleged malpractices by the students and shall take action on the recommendation of the committee;
  - (vii) he shall render such assistance to the Registrar and the Vice-Chancellor as may be necessary in the performance of their duties;
  - (viii) he shall perform such other functions as required from time to time by the Vice-Chancellor with respect to matter pertaining to examination; and he shall be a regular member of the Academic Council.
  - (ix) Subject to the provisions of this Statute, the COE, in consultation with the Academic Council, may from time to time make, alter or modify the rules; procedures about the conduct of examination after obtaining the approval of the Vice-Chancellor; and
  - (x) any other duties as assigned by the Vice-Chancellor or Chairman from time to time.
- (3) In the absence of COE by virtue of any reason, the Dean of any one of the Schools, approved by the Vice-Chancellor, will look after the work of COE, in addition to his own work till such time COE resumes office.

### **13. Appointment, Duties and Functions of other Officers of the University –**

The Chairman is empowered to create post of officers, in addition to the Officers specified in the Act, and appoint such officers as may be required from time to time for the better and efficient management of the University.

#### **(I) Pro Vice-Chancellor –**

- (a) There may be a pro Vice-Chancellor of the university;
- (b) The Pro Vice-Chancellor shall be a person qualified to be appointed as a Professor;
- (c) The Pro Vice-Chancellor shall be a full time salaried Officer of the university appointed by the Chairman;
- (d) The Pro Vice-Chancellor shall perform such duties and function and exercise such powers as the Chairman may specify generally or in individual cases and shall assist the Vice-Chancellor on all matters on academic and administration;
- (e) When the Vice-Chancellor is on leave or is unable to exercise powers and perform duties and in his absence, the Pro Vice-Chancellor shall exercise such powers and perform such duties as assigned by the Chairman or Vice-Chancellor that requires urgent action; and
- (f) shall perform any other duties assigned by the Chairman.

#### **(II) Director (Administration) –**

The Director (Administration) shall be appointed by the Chairman. His duties and responsibilities shall be, –

- (a) to oversee daily administrative operations;
- (b) to provide input for planning;
- (c) set goals, collaborate with different departments and committees to ensure smooth administrative operation of the University;
- (d) strategy planning, delegating tasks and managing personnel working under him;
- (e) he is to ensure all activities are done effectively and efficiently so that other operations shall function well.
- (f) negotiating contract and agreements;
- (g) actions a liaison between the employees under him and upper management;

- (h) developing and promoting policies that ensure positive interaction between administrative staff and other personnel;
- (i) organising the workplace so that workflow is streamlined;
- (j) Supervise and manage all the administrative staffs of the university; and
- (k) any other duties as assigned by the authority from time to time.

**(III) Director (Outreach & Co-ordination) –**

The Director (Outreach & Co-ordination) shall be appointed by the Chairman. His duties and responsibilities shall be, –

- (a) to maintain co-ordination among the internal and external stakeholders including but not limited to various schools, departments, students, faculties, parents, industry representatives, alumni among others;
- (b) to provide input for strategic planning;
- (c) to co-ordinate outreach activities to create visibility of the university across various forums and platforms; and
- (d) strategic planning, delegating tasks and managing personnel working under him.

**(IV) Dean, Academics –** The Dean, Academics shall be appointed by the Vice-Chancellor, with the approval of the Chairman. His duties and responsibilities shall include, but not be limited to, the following,–

- (a) assist the Vice-Chancellor in keeping a close watch on academic activities undertaken by the schools of the University;
- (b) ensure that the decisions of the Academic Council are followed in letter and spirit;
- (c) advise the Vice-Chancellor on the updation of curriculum, in accordance with the demand of industry and at par with the one being followed by institutions of repute;
- (d) scrutinize the academic proposals emanating from the schools before these are forwarded for consideration of the Vice-Chancellor or the Academic Council;
- (e) be overall in-charge of the PhD programme and shall ensure that the topic of research selected has relevance to the present day requirement;

- (f) ensure quality of research work done by the students admitted to PhD programme and shall guide the younger faculty members in undertaking their own research; and
- (g) help the faculty members in formulation of research projects and submission of proposal for research grants to the Government and Non- Government funding agencies.

**(v) Dean, Student Relation** – The Dean, Student Relation is appointed by the Vice- Chancellor with the approval of the Chairman. His duties and responsibilities shall include, but not be limited to, the following , -

- (a) strengthen the value-added services such as Career Counselling, financial aid options and student welfare on campus;
- (b) campus life including all extracurricular pursuits and student discipline;
- (c) hostel administration and monitoring;
- (d) promote student personality grooming through various Clubs, student Forum, Sports;
- (e) create social consciousness and responsibility through avenues such as NSS, Red Cross, NCC, and through working with NGOs;
- (f) oversee campus cafeteria and eateries, their modernization, upkeep and quality delivery;
- (g) organisation and development of students' bodies;
- (h) counselling and guidance facilities for students;
- (i) promotion of students' participation in co-curricular and social activities;
- (j) recommend financial aid to the students as per policies in effect from time to time;
- (k) foster healthy relationships between the students and academic School as well as with the administration staff members;
- (l) health and medical services for the students on campus;
- (m) arrange facilities for the students' Educational Tours and Excursions, other than those prescribed as part of academic curricula;
- (n) make arrangements with the Railway and Airlines for the issue of concessional tickets to students during vacations, for educational

tours and for students' participation in extracurricular activities and sports; and

- (o) perform such other duties and discharge such other responsibilities, as may be assigned to him by the Chairman or the Vice-Chancellor from time to time.

**(vi) Dean, Placements** – The Dean, Placements is appointed by the Vice-Chancellor with the approval of the Chairman. His duties and responsibilities shall include, but not be limited to, the following, –

- (a) plan and strategize the training & placement activities across the schools of the university;
- (b) manage, empower and guide school level placement cells;
- (c) establish industry outreach activities to onboard industry partners for placements, internships, industrial visits and live projects; and
- (d) to manage central placement database and the placement statistics of the University.

**(vii) Dean, Research & Development** – The Dean, Research & Development is appointed by the Vice-Chancellor with the approval of the Chairman. He shall have the following responsibilities, –

- (a) develop and submit consolidated research plan of the University to the Vice-Chancellor;
- (b) formulate, revise or update policies of the University pertaining to funded research projects, procedures and guidelines relating to research and development;
- (c) responsible for administration of research funding in order to monitor effective utilisation of funds of externally funded projects and related financial matters;
- (d) establishment of research and development priorities or identify research focus areas, formulate a research plan and create research groups and identification of potential new areas of research and development;
- (e) to collaborate with different institutions in India and abroad to encourage research activities amongst School;
- (f) motivate School to initiate projects or enhancement of the campus research culture, and mechanisms that support the promotion of

research performance;

- (g) maintain updated record of research projects;
- (h) lay down policies and promote Undergraduate research, Postgraduate research, Faculty research and Ph.D. schemes and opportunities;
- (i) monitor and review research in the School and report on the running of such research activities to the Vice chancellor;
- (j) responsible for plans and projecting requirements of research infrastructure;
- (k) develop and submit consolidated research plan of the University to the Vice- Chancellor; and
- (l) any other matter related to the sponsored research assigned by the Chairman or the Vice-Chancellor.

**(VIII) Dean, Alumni Affairs** – The Dean, Alumni Affairs is appointed by the Vice-Chancellor with the approval of the Chairman. He shall have the following responsibilities, –

- (a) Responsible for planning and executing activities for developing and maintaining a healthy relationship between the University (erstwhile colleges) and its alumni;
- (b) responsible for maintaining and updating central alumni database;
- (c) plan and organise alumni get-togethers, homecomings, alumni talks and other alumni events; and
- (d) form and manage school-wise alumni cells for better coordination of the alumni affairs.

**(IX) Director, International Relations Cell** – The Director, International is appointed by the Chairman and subject to guidelines of the U.G.C, he should, –

- (a) co-ordinate with the Deans of Schools and Dean Students Relation and Activities in deciding policy matters affecting both outbound and inbound students participating in Exchange programmes;
- (b) promote symbiotic relationships between foreign universities or institutions and the University;
- (c) create awareness about all such collaboration amongst the Schools



or/and Departments and students of the University to ensure their full participation in envisaged programmes;

- (d) oversee exchange programmes for students through Student Exchange Agreements with partner institutions;
- (e) interact with other internal entities to facilitate the visits of delegations or students to the University;
- (f) providing support services to international students throughout their academic journey such as academic advising, counselling and career services, promoting intercultural exchange and understanding by organising event and activities that showcase different cultures and traditions;
- (g) liaise with Government agencies for immigration related matters and ensure compliance with Visa and immigration regulations and provide guidance on related issues;
- (h) maintaining record and statistics relating to international students and preparing reports as required;
- (i) he shall look into the international student's recruitment and scholarship by participating and promoting the university programs in various job fairs with prior approval of the authority. He should report periodically the students so admitted from various counties into the courses of the University to the authority;
- (j) shall be responsible to oversee the outreach and collaboration, student welfare, health and mental wellbeing; and
- (k) any other matter related to the international relations assigned by the Authority.

**(X) Deputy Registrar** – The Chairman may appoint one or more Deputy Registrars who shall function under overall guidance and direction of the Registrar in managing various administrative matters concerning the University.

**(XI) Assistant Registrar** – The Chairman may appoint one or more Assistant Registrars who shall function under overall guidance and direction of the Registrar in managing various administrative matters concerning the University.

**(XII) Librarian** – The Librarian is appointed by the Chairman. He provides vision and leadership to the library, and plans, organises and directs all areas of its operations to achieve effectively the mission, vision and values of the Library. He oversees the strategic planning, policy and financial frameworks; and ensures that all library functions are carried out in accordance with established policies; manages staff; sets standards for collection development; sets the lending service and rules of access to the library for users and working and opening hours. In this role, he is assigned with the responsibility to,-

- (a) ensure optimum utilisation of resources including budgetary support;
- (b) institute mechanisms to continuously enhance user experience with high quality service;
- (c) continuously evaluate performance against benchmark practices;
- (d) shall ensure quality of research articles and Ph.D thesis and documentation of research policy;
- (e) to develop plagiarism policy for students pursuing Ph.D and M.Phil Degrees using anti-plagiarism software;
- (f) to assist the faculties for publication of books of their authorship in co-ordination with the publisher;
- (g) Cataloguing and ensuring proper documentation of library materials; and
- (h) any other duty assigned by the Authority.

**(XIII) Law Officer** – The Law Officer is appointed by the Chairman. He is required to; –

- (a) handle all legal cases or issues, etc. of the University;
- (b) provide legal advice on contract negotiations and business decisions;
- (c) draft legal opinions or submissions, memoranda and other documents pertaining to contracts, tenders and licence;
- (d) specify internal governance policies and monitor compliance thereof;
- (e) conduct procedures to represent and defend the University wherever involved or likely to be involved in litigation or arbitration;

- (f) devise and implement efficient defence strategies so as to ensure legal protection and risk mitigation;
- (g) liaise with the lawyers regarding cases related to the University;
- (h) prepare legal documents for different process;
- (i) formulate formalities regarding settlement of disputes;
- (j) give legal advice on disciplinary action matters and departmental enquiry;
- (k) replying to various notices or correspondence received from statutory authorities and government offices;
- (l) co-ordinate with advocate for preparation of cases;
- (m) to attend and conduct cases in various quasi—judicial courts or authorities;
- (n) responsible for monitoring all legal affairs;
- (o) handle both internal and external legal concern;
- (p) keep the university out of legal trouble; and
- (q) any other duties as assigned by the Authority from time to time.

**(XIV) Other Officers of the University** – Apart from the above-mentioned functionaries, the incumbents in the following designations shall be the Officers of the University within the ambit of section 20 of the Act; namely:—

- (a) Director (HR);
- (b) Director (CSR);
- (c) Director-Innovation & Incubation;
- (d) Director- Organisational Transformation;
- (e) Secretary (Chairman's Office or VC's Office or Registrar's Office or Director's Office or Dean's Office);
- (f) Public Relations Officer;
- (g) Chief Technology Officer
- (h) Administrative Officer;
- (i) Security Officer;
- (j) Training and Placement Officer;
- (k) Admissions Officer;
- (l) Accounts Officer;
- (m) System Manager;
- (n) Project Manager;

- (o) Programme Manager;
- (p) Land or Estate Officer; and
- (q) Any other Officer as may be required for the smooth functioning of the University

Notwithstanding the designation, role and responsibilities and the manner of appointment prescribed above, the Chairman, in consultation with the Board of Governors, shall have the power to redesignate, reassign, appoint one person to act in the position of one or more roles, as required for the smooth functioning of the University.

#### **14. Powers and Functions of the Board of Governors –**

- (1) The Board of Governors shall have the power of management and administration of the revenues and property of the University and the conduct of all administrative affairs of the University, not otherwise provided for in the Act. It shall have the following powers; namely: –
  - (a) to create, add, close the School or Departments at any time under the relevant provisions of the Act;
  - (b) to consider the proposals of the Academic council for the institutional fellowships, scholarship, free studentship, medals, prizes;
  - (c) to approve and ratify the recommendation of the Academic council regarding degree, diplomas, certificate, fellowships, scholarships, medal and prizes to be awarded and the conditions thereof;
  - (d) to approve administrative, ministerial and other necessary posts;
  - (e) to review the proposals submitted by the Chairman with regard to construction of the building, premises, procurement of furniture and apparatus and other means needed for carrying on the work of the University;
  - (f) to lay down and modify the charges for the issuance of academic documents or certificates to the students; and
  - (g) to enter into partnership with industry, government and non-government agencies for the advancement of knowledge and if desired establish a corpus of funds out of the surplus of such partnership.

- (2) The Board of Governors may delegate such of its powers to the Chairman for performing certain specified functions for a specified duration.
- (3) On the recommendation of the Chairman, the Board of Governors may consider post-facto approval and of the proposals for creation of new authorities of the University.
- (4) The Board shall take such decisions and steps as are necessary for carrying out the provisions of the Act.

**15. Powers and Functions of the Board of Management** – The Board of Management shall be constituted as stipulated in sub-section (1) of Section 23 of the Act. The Board of Management shall have the following powers and functions; namely: –

- (a) to prepare the Annual Budget and submit to the Finance committee for concurrence;
- (b) to select an emblem and to have a common seal for the University and to provide for the custody and use of such seal;
- (c) to prescribe procedure and formulate guidelines and submit to the concerned authorities for their consideration with regards to; –
  - (i) admission of students to the University and their enrolment;
  - (ii) the courses of study to be laid down by all degrees, diplomas, certificates, charters and other distinctions of the University;
  - (iii) the award of degrees, diploma certificates and other academic distinctions of the University;
  - (iv) Revision of fees; and
  - (vii) alteration of number of seats in different courses and programs.
- (d) to collect information or proposals from different sub-committees for consideration and submit the final report to the authorities;
- (e) to give directions to the sub-committees for preparation of Annual Budget and admission matters or any other matters relating to any functional area; and
- (f) to do all such things and acts as may be directed by the Board of Governors in fulfilment of the objectives of the University.

## **16. Constitution, Powers and Functions of the Academic Council –**

(I) The academic council shall be constituted as stipulated in Sub-section (1) of Section 24 of the DRIEMS University Odisha Act, 2022.

(II) The Academic Council shall have the following powers and functions; namely: –

- (a) to exercise general supervision over the academic work of the University and to give directions regarding methods of instruction, evaluation, research or improvements in academic standards;
- (b) to prescribe courses of study leading to degrees and diplomas of the University;
- (c) to approve the curricula and revision of curricula for various courses of studies;
- (d) to promote research within the University and acquire reports on such research from time to time;
- (e) to consider matters of academic interest either on its own initiative or at the initiative of the Management Committee and to take proper action there on;
- (f) to arrange for the conduct of examinations in conformity with the Statutes and Rules;
- (g) to maintain, monitor and approve proper admissions and examinations standards;
- (h) to recognize diplomas and degrees of other universities and institutions and to determine their equivalence with the diplomas and degrees of the University;
- (i) to make recommendations to the Board of Management on, –
  - (i) measures for improvement of standards of teaching, research, administration, consultancy and training;
  - (ii) institution of Fellowships, Free ships, Scholarships, Medals and Prizes;
  - (iii) establishment or abolition of Departments or new programs or new faculties; and
  - (iv) to provide for any matter relating to the academic functions of the University, discipline, residence, admissions and examinations.

- (j) to appoint any task force to deal with specific matters relating to academics, if necessary;
- (k) to consider the recommendations of the sub-committees and to take such action, including the making of recommendations to the Board of Management, as the circumstances of each case may require; and
- (l) to review periodically the activities of the School or Departments and take appropriate action.

#### **17. Constitution, Powers and Functions of the Board of studies –**

There shall be a Board of studies (BoS) for each School or Department of the University. The Board of studies shall consist of such members with a minimum of two industry experts in each department adhering to the guidelines prescribed by UGC or AICTE and other regulatory bodies. The Board of studies shall have the following powers and duties: –

- (i) the primary task of board of studies shall be to frame new curricula, syllabi and revision of the existing ones;
- (ii) the board of studies may recommend to the Vice-Chancellor, question paper setters for each of the papers as prescribed in the syllabus;
- (iii) if the approved member of the paper setters is either not available or expressed their inability to set their question papers in the available time frame for the purpose or in extraordinary situation to maintain sanctity of academic calendar and examination; the Vice-chancellor shall have the authority to appoint one or more paper setters;
- (iv) The BoS may recommend the Chief Examiner or Assistant Examiners in each paper of the syllabi;
- (v) Any change in the composition of the Board of studies should be placed to the Chairman or the Vice-Chancellor with proper justification;
- (vi) The tenure of the board of studies shall be for two years; and
- (vii) Minimum of three fourths including the invited members but excluding the Convener shall constitute the quorum.

### **18. Constitution, Powers and Functions of the Finance Committee –**

The Finance Committee shall be constituted as stipulated in sub-section (1) of Section 26 of the Act. The Finance Committee shall have the following powers and functions: namely: –

- (a) to co-ordinate and exercise general supervision over the financial affairs of the University;
- (b) to examine the accounts and to scrutinise audit process, Budget proposals;
- (c) to fix limits of the total recurring expenditure and the total non-recurring expenditure of the year based on the income and resources of the University;
- (d) to vet the annual accounts and financial estimates, and annual budget of the University and submit the same to the Board of Governors for approval;
- (e) the Finance committee shall examine and recommend such other proposals as may be referred to it by the Chairman for consideration;
- (f) The finance committee shall consider any other matter relating to the finance of the University that may be referred to it by the Board of Management and also advise the Board of Management on such matters as the finance committee may consider necessary to ensure a sound financial policy and practice in the university; and
- (g) Fixation of fees to be charged for admission to the Undergraduates, Post graduate, Ph.D., P.G diploma, Diploma, certificate courses and other academic distinctions of the University.

### **19. Mode of recruitment of staff of the University –**

- (i) All the vacancy arising in the School shall be reported to the Director (HR). In case of the teaching staff, the vacancy positions shall be intimated to the Director by the concerned Dean well in advance before commencement of academic session. The Director HR will process the matter for recruitment through sources like print media, social media advertising and University's recruitment portal after obtaining approval from the Chairman.



- (ii) In case of non-teaching staff, the Head of the Department shall intimate the vacancies to the Director (Administration) who in turn shall intimate the requirements to the Director (HR) for necessary actions.
- (iii) All recruitment proceedings shall be done with prior approval of the Chairman.
- (iv) A selection committee shall be constituted as per the guidelines of UGC or AICTE or service rule of the University as the case may be.
- (v) The selection shall be made adhering to the procedures or norms laid down in the service rules of the University.

**20. Creation, abolition or restructuring of Departments or Faculties or Centres –**

On the recommendation of the Chairman, the Board of Governors may create, abolish or restructure any School or Department or Centre.

**21. Committees and Boards of the University –** The major committees and board constituted by the Vice-Chancellor with the approval of the authority are, –

**(a) Academic affairs Committee –** The Dean of School is the Chair-Faculty of the Academic Committee of a School which is responsible to carry out the following broad functions; namely, -

- (i) monitor the academic activities of the School within the budget approved by the University;
- (ii) exercise general supervision over the academic work of the School and to give direction regarding methods of instruction, evaluation, and improvements in academic standards;
- (iii) consider matters of academic interest either on its own initiative or at the instance of the Academic Council or those proposed by the School and take proper action thereon;
- (iv) deliberate and act on the recommendations of the Area Coordinator regarding School recruitment;
- (v) consider proposals for School-based research and other academic activities;
- (vi) take follow-up action on communications, policy decisions received from the University, Government, UGC and other statutory bodies etc.;
- (vii) assess the volume of intake, courses to be offered, introduction of

- new and closure of programmes in the School;
- (viii) monitor the progress of Industry-University interactions;
- (ix) evaluate recommendation for credit courses;
- (x) make recommendations to the Academic Council on measures for improvement of standards of teaching, research and training; and awarding of scholarships, medals, prizes;
- (xi) scrutinise the results, award of degrees, etc. to students; and place for approval;
- (xii) undertake periodic review of the activities for maintaining and improving standards of instruction; and
- (xiii) undertake such activities that may be assigned by the Authority from time to time.

**(b) Admissions Committee** – The Admissions Committee consists of the Chairperson, Admissions and other members appointed by the Chairman. The Committee is in-charge of the entire admissions process of the University; and is responsible for the following functions; namely: –

- (i) to ensure that the Admissions Policy of the University is observed in the making of admissions to University programmes;
- (ii) to determine the principles on which admissions are to be made and the procedures thereof, subject to the Admissions Policy of the University;
- (iii) to monitor the admissions to University programmes and investigate any problems arising in connection thereof;
- (iv) to refer the matter to the Vice-Chancellor for advice where the Admissions Committee is of the view that a serious matter relating to the admission of a student has arisen; and
- (v) to report to the Academic Council on its work from time to time.

**(c) Student Disciplinary Committee –**

The University shall have a disciplinary committee as per the regulations and guidelines prescribed from time to time.

**(d) Research Integrity and Ethics Committee –**

- (i) The research integrity and ethics committee shall be constituted by the Vice-Chancellor as per the regulations or specifications

prescribed from time to time in order to maintain the highest standard of scientific, professional and personal integrity by giving due consideration to the ethical, social and environmental issues arising from various activities.; and

- (ii) The committee may recommend any intervention to improve the framework and policies for research, governance and institutional strategy to reinforce ethics and integrity.

**(e) Examination Committee** – An Examination Committee comprising of the following members is to be constituted by the Vice-Chancellor to take a decision on publication of result and/or impose penalty on the erring students; namely,-

- (a) Prof Vice-Chancellor or Director Academics - Chairman
- (b) Controller of Examinations - Convener
- (c) Two Deans - Member
- (d) Three Heads of the Department - Member

**(f) School Review and Development Committee** – The Vice-Chancellor may constitute School Review and Development Committee under his chairmanship; and nominate the Registrar, the Deans and other senior School as he may deem necessary with the approval of the authority. The School Review and Development Committee is primarily responsible for performance review of School and to make recommendations for School development, School promotions, confirmation of School and extending or extinguishing contracts of adjunct and School on probation.

**(g) Research Committee** – The Research Committee assesses the current research infrastructure support available to School and makes recommendations for strengthening and upgrading them with the aim of enhancing the productivity of the academic staff. It evaluates research grants proposals from School and makes recommendations for re-formulating incentive policy for intellectual contribution by them. It is vested with the responsibility for vetting the scientific quality of research of the School and University.

**(h) Equivalence Committee** – To consider and recommend equivalence of degree of other Universities with the University. The committee shall consist of , –

- (a) Vice-Chancellor - Chairman
- (b) Three Deans - Member
- (c) Controller of Examinations - Convenor

**(i) Complaints Committee Against Sexual Harassment** – This Committee known as Internal Complaints Committee is appointed by the Vice-Chancellor; and is headed by a female as its Chairperson and has four other members drawn from a cross-section of employees of the University and representative of NGO familiar with the issues connected with sexual harassment. The Committee conducts sensitization programmes for employees and students every year. The Committee is guided in its functioning by a well- defined procedure and charter of obligations such that the provisions of the Sexual Harassment of Women at Workplace (Prevention, Prohibition and Redressal) Act, 2013 are complied with. The Committee is vested with the power to enquire into all complaints referred to it either by individual student or employees or the Management of University regarding allegation of sexual harassment at University premises or workplace and recommend suitable action including initiation of criminal case or departmental proceedings.

**(j) Anti-Ragging Committee** – The Anti-Ragging Committee constituted by the Vice- Chancellor is responsible for ensuring compliance with the directive of the Hon'ble Supreme Court and the UGC or AICTE. An Anti-Ragging Squad is set up to provide students information pertaining to contact address and telephone numbers of the person(s) identified to receive complaints or distress calls; exercise vigil over occurrence of ragging and report promptly case(s) of ragging to the Anti-Ragging Committee for appropriate action.

**(k) Library Committee** – The Library Committee, headed by the Chief Librarian, is appointed by the Vice-Chancellor. The Committee recommends changes that are required to ensure that the library of the University is well stocked with the latest books and does not use any material which infringes copyright. The Committee provides inputs for special focus on areas of research and study and thereby recommends books which have high value to the University. The Committee also provides suggestions on updated databases of journals, electronic databases of journals and other electronic resources which provide the most relevant information to the students and other stakeholders of the University. The Committee recommends various policies related to Library services like collection, development, purchase, etc.

**(l) Purchase Committee** – The Purchase Committee shall be constituted by the Chairman. The primary responsibility of the Committee is to ensure that all the materials of the University and its stakeholders are met at the earliest and at the best possible rates while ensuring the best possible quality of the goods and services. The Committee ensures a transparent process of purchases and also strives to provide the most cost-effective solutions to the University.

**(m) International Relations Committee** – The University is Committed to internationalisation as it helps in advancing the quality of teaching, research, institutional capacity building and cross- cultural adaptability. The International Relations Committee looks after the internationalisation of the University through collaborations with eminent universities across the globe and building international partnerships. International Relations Committee of the University promotes and facilitates, -

- (a) Student Exchange Programme;
- (b) Summer School Programme;
- (c) Study Abroad Programme;
- (d) School Mobility Programme;
- (e) International Seminar and Workshops;
- (f) Double degree and dual degree Programme;
- (g) Co-teaching;
- (h) School exchange Programme, Joint Research work on areas of mutual interest;
- (i) International Consulting Projects in collaboration with our international partners;
- (j) International University Rankings;
- (k) Developing international course modules jointly for both the partner institutes; and
- (l) Any matter pertaining to the international cell as approved by the Chairman or Vice-Chancellor from time to time.

**(n) Internal Quality Assurance Cell** – The Internal Quality Assurance Cell (IQAC) is constituted by the Vice-Chancellor with the approval of the Authority with adequate representation of a cross-section of stakeholders led by a Director (IQAC) to evolve mechanisms and procedures for,-

- (a) ensuring timely, efficient and progressive performance of academic,

administrative and financial tasks;

- (b) the relevance and quality of academic and research programmes;
- (c) equitable access to and affordability of academic programmes for various sections of society;
- (d) optimization and integration of modern methods of teaching and learning;
- (e) the credibility of evaluation procedures;
- (f) ensuring the adequacy, maintenance and functioning of the support structure and services;
- (g) research sharing and networking with other Universities in India and abroad;
- (h) development and application of quality benchmarks or parameters for various academic and administrative activities of the University;
- (i) facilitating the creation of a learner-centric environment conducive to quality education and School maturation to adopt the required knowledge and technology for participatory teaching and learning process;
- (j) arrangement for feedback response from students, parents and other stakeholders on quality-related institutional processes;
- (k) dissemination of information on various quality parameters of higher education;
- (l) organisation of inter and intra institutional workshops, seminars on quality related themes and promotion of quality circles;
- (m) documentation of the various programmes or activities leading to quality improvement;
- (n) acting as a nodal agency of the University for co-ordinating quality-related activities, including adoption and dissemination of best practices;
- (o) development and maintenance of University database through MIS for the purpose of maintaining or enhancing the institutional quality;
- (p) development of Quality Culture in the University;
- (q) preparation of the Annual Quality Assurance Report (AQAR) as per guidelines and parameters of NAAC, to be submitted to NAAC; and
- (r) any other matter relating to smooth functioning of the IQAC cell.

**(o) Strategic Academic Advisory Board** – The Strategic Academic Advisory Board is constituted by the Chairman. The Board may include such members as may be nominated by him. The Board is responsible to, –

- (a) review and advise on the strategic positioning and directions for development of the School;
- (b) advise on aligning the academic, training and research programmes to the needs of its client sectors; and
- (c) suggest the curricular and co-curricular structures and processes that are necessary to achieve the School's vision.

## **22. Manner of co-operation with other Universities or Institutions of higher learning and opening of study centre or campus:**

### **(I) Co-operation with other Universities or Institutions of higher learning :**

- (a) The University may, subject to the provisions of Act and rules defined by UGC, enter into MOUs with other Universities including foreign Universities and Authorities in such a manner and for such purposes as the Vice-Chancellor may decide or determine from time to time in consultation with the Dean/Director International cell;
- (b) The MOUs must have clauses and conditions to safeguard the legal aspects of the University and include issues like, areas of cooperation and collaboration, mutual obligations, arrangement for transfer of credits, maintenance of standards, period of contract, consequences of termination of agreement, resolution of disputes, liabilities, financial agreements, if any;
- (c) Generally, but not limited to scope defined below, following may be agreed upon, –
  - (i) promote collaboration and partnership between the Universities or Institutes in the field of higher education;
  - (ii) exchange of Faculties and Researchers;
  - (iii) exchange of graduate students for a specified duration and courses;
  - (iv) exchange academic materials of mutual interest including scholarly publications, curricula information and pertinent research reports;
  - (v) invite representatives of each other's academic community to participate in conferences and colloquia;

- (vi) co-operation in mutual fields of academic interest for purpose of developing specific education and training opportunities and Programmes;
- (vii) academic and organisational development assistance as well as education and training activities in a number of fields and subjects including, –
  - (a) Design of curricula for undergraduate and postgraduate studies;
  - (b) Development of School profiles;
  - (c) Internship opportunities with companies abroad;
  - (d) Establishment of periodic quality assurance practices and procedures;
  - (e) Distance learning opportunities; and
  - (f) Short professional training courses.
- (viii) contact and collaboration between School, staff and students, carry out joint research programmes and exchange experiences in education research; activities include, –
  - (a) joint co-operative research projects;
  - (b) consultancy work to assist the development of new Postgraduate courses; and
  - (c) enter into a twinning arrangement, if allowed within the rules of the UGC.

**(II) Opening of study centre or campus** – Consistent with the applicable provisions of the Act and rules in force, the Chairman may take necessary steps to open study centres or campuses in furtherance of the University's objectives.

**(III) Conferment of degrees** – The University shall confer degrees or diplomas or certificates or other academic titles and distinctions on the persons who have fulfilled the requirements of the University for such degrees or diplomas or certificates or other academic titles and distinctions. Such degrees or diplomas or certificates may be conferred or Awarded at the convocation either in person or in absentia. The convocation for conferring degrees may be held more often than once in a year.



**23. Procedure for conferment of honorary degrees** – All proposals for the conferment of Honorary Degrees shall be made by the Academic Council and require the assent of the Board of Governors. Provided that in case of urgency, the Chairman may approve the conferment of the Honorary Degrees and other Academic Distinctions on behalf of the Board of Governors.

**24. Provisions regarding institutions of fellowships, scholarships, studentships, medals and prizes** – Students admitted to the University may be awarded scholarships, studentship and fellowships based on merit and their needs as per the University rules and regulations.

**25. Fee chargeable from students for various courses of studies –**

- (1) The University shall charge fees for Undergraduate, Postgraduate, Ph.D., PG diploma, Diploma, Certificate courses and other academic programs as fixed by the Fee Structure or Finance Committee from time to time.
- (2) The University may also award fee waivers to the students and research scholars.

**26. Withdrawal of Degree, Certificate and Other Academic distinctions –**

- (1) The Board of Governors, on the recommendation of the Academic Council, may approve withdrawal of any distinction, degree, diploma or privilege conferred on or granted to, any person.
- (2) The Academic Council may recommend withdrawal of any degree or academic distinction conferred on, or any certificate or diploma granted to, any person by University for good and sufficient cause after investigation as the Academic Council may deem fit.
- (3) The Academic Council may, at its discretion, afford reasonable opportunity to the affected person to defend his case, and due consideration shall be given thereto, if any.
- (4) The Chairman may, on the recommendation of the Board of Governors withdraw from any person a degree or Diploma or other Academic distinction if he has been convicted by court of Law of any offence which in the opinion of the governing body is a serious offence involving moral turpitude.

## **27. Miscellaneous Provisions –**

- (1) In this Statute, unless the context otherwise requires, –
  - (a) Where any word or expression is defined in this Statute, such definition shall extend to the grammatical variations and cognate expressions of such word or expression;
  - (b) Words and expressions importing the masculine gender include the feminine gender as well; and
  - (c) Words and expressions in the singular include the plural and words and expressions in the plural include the singular.
- (2) Where any part of this Statute confers any power or imposes any duty, then the power may be exercised and the duty shall be performed from time to time as and when required by the holder for the time being of that office.
- (3) Subject to this Statute, the appointment made to any post in the University and constitution of any authorities, bodies, boards or committees in the University in accordance with the Statutes and Rules shall be deemed to be valid and in accordance with the Act.
- (4) Any powers or functions of any Officer, Authority, Body, Committee or Board conferred by this Statute are subject to the provisions of the Act.
- (5) Subject to the provisions of the Act and the Statutes, any officer or authority of the University may delegate powers with due approval from the Chairman to any other officer or authority or person under his, her or its control subject to the condition that overall responsibility for the exercise of the powers so delegated shall continue to vest in the officer or authority or person delegating such powers.
- (6) The Statute conferring the power prescribes conditions, subject to the observance, performance or existence of which any such power may be exercised, such conditions shall be presumed to have been duly fulfilled if in the document evidencing the exercise of the authority there is a statement that such authority had been conferred by such Statute.
- (7) This Statute shall receive such fair, large and liberal construction and interpretation in order to ensure the attainment of the objectives of the Statute according to its true intent, meaning and spirit.

- (8) No suit, prosecution or any other legal proceedings shall lie against the University or for any act or omission or inadvertent commission of any Officer, Authority, body, committee or board or employee of the University in the performance of their powers and functions under the provisions of this Statute or Rule made there under, provided such act or omission or inadvertent commission was actuated by good faith.